

3 November 1972

MEMORANDUM FOR: Mr. William E. Colby  
Executive Director/Comptroller

SUBJECT : Lease of IBM Office Equipment

1. As you recall, this July you approved the lease of a Magnetic Card Selectric Typewriter (MCST) from the IBM Corporation. This unit was delivered on September 15, 1972, and incurs a monthly rental of \$225.00.

2. At the time of the initial request, I had believed that two machines were appropriate for the needs of this office, given the volume of work and the requirements for accuracy and appearance which are part of our charter. Our experiences with the MCST over the past two months have served if anything to confirm this initial belief. On the 29th of September, to cite but one example, a paper was requested by the White House. The paper was drafted and a typescript was produced along with a series of magnetic cards. The final copy ran to some sixteen pages and was printed in final copy a page at a time by editing the magnetic cards and printing the result. In accordance with the White House request, the paper was delivered prior to General Haig's departure.

3. There are two observations relevant to the above example. The first is that I seriously doubt that without the MCST the White House requirement could have been met without shortening the paper to the point where we either sacrificed accuracy or were reduced to blandness. The second is that during the editing-production process, a considerable amount of other work was held up due to the lack of a second machine. This latter observation should be tempered somewhat by the knowledge that while the MCST does not do anything that cannot be executed in some other way, the startling efficiency of the device for repetitive (address lists, cover notes, etc.) and edited work induces an understandable frustration when these tasks must be done the old way. Perhaps it is like an automatic starter on an automobile in this respect.

SECRET

Approved For Release 2004/12/02 : CIA-RDP80R01720R000800010041-4

4. The MCST has been, since the first week, in virtual constant use, and it is rare that there will be a morning or afternoon when there is not a queue of jobs waiting to be done. The ribbons for this machine have a normal consumption rate of one per month. We are using them up at the rate of one per week. In view of this situation, I would like to raise again my request for an additional machine. It appears, however, that the second machine can be adapted for use in several manifestations and thus not only be again in constant use but also save our organization some money.

5. The device I wish to lease is called a communicating MCST, which is a 10-pitch (Pica) Magnetic Card Selectric Typewriter to which is added a small box which converts the magnetic card impulses to a type which can be accepted by a time-sharing computer. As you know, we have wished to have our own computer terminal in this office for some time but have postponed a formal request due to the added expense. The device to be leased will function therefore in the following ways:

- (a) as an ordinary typewriter
- (b) as a magnetic card typewriter for editing and repetitive work
- (c) as a computer terminal
- (d) as a cable-originating typewriter (as you know, once the ACT-1 system is operative we will need a Selectric II typewriter)

6. Due to the fact that the 10-pitch (Pica) typewriters are less expensive to lease than the executive typewriters, the multiple-use device will not cost much more than the executive typewriter alone. The monthly leasing costs break out as follows:

10-pitch typewriter	\$175.00
Communicating modem	60.00
Dedicated line adapter	7.00
	\$242.00

Approved For Release 2004/12/02 : CIA-RDP80R01720R000800010041-4

SECRET

SECRET

Approved For Release 2004/12/02 : CIA-RDP80R01720R000800010041-4

The comparable cost for an executive typewriter is \$225.00 per month. As you know, the Director wishes us to use the executive type for reports leaving his office. At this time, however, I believe that we can manage with the additional pitch typewriter by using that machine for drafts and playing its magnetic cards back through the executive machine for finished copies. The savings accrued by leasing a 10-pitch machine can be used to make the device a multiple-use machine which will guarantee its constant usage.

7. The next few months can very well be expected to produce a substantial increase in the work load of this office. If anything, the already stringent requirements for accuracy will parallel the increase in the work load and as positions get touchier and questions get thornier, it is absolutely necessary that rapid yet full coordination be effected. The MCST that I am requesting would be of immense assistance in this effort both from the standpoint of meeting deadlines and from the standpoint of reducing the pressure level under which the girls in my office work.

8. The above was drafted two weeks ago, just before I went on leave. Since then, the roof has fallen in -- as you know -- in a way that reinforces all of the points made in the preceding paragraphs. Furthermore, something new has arisen which translates this from a request for a demonstrably useful office tool to a matter of essential urgency. One of my new duties is directing the community's intelligence effort during any cease fire situation and post-hostilities environment. One of several actions I have therefore set in train is the preparation of a unified U. S. Government order of battle for Communist units (by size, type and location), with said data to be structured so it can be put on a computer which can then draw proper maps. The equipment here requested will enable us to do the updating of this OB right from this office and to "issue" appropriate instructions to the computer for such timely maps as the White House may require. This will enable us to keep tabs on the ebb and flow of certain events in a way never before possible, one which will be of indispensable utility to our policy-deciding masters. Thus I now request approval of this equipment as a matter of great urgency. Through well greased liaison channels, we think we can acquire a unit very quickly, once we get your green light to go ahead.

  
George A. Carver, Jr.

Special Assistant for Vietnamese Affairs

- 1 - Equipment and Supplies folder
- 1 - GAC Chrono ✓
- 1 - VAS Chrono

25X1

Approved For Release 2004/12/02 : CIA-RDP80R01720R000800010041-4